

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST I -
Insurance and Benefits Leaves Specialist

SALARY GROUP: B14

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Shannon Wood DATE: 11/04/2020

POSITION #: 004234

I. JOB SUMMARY

Performs entry-level human resources management work. Work involves assisting in the administration of a human resources management program. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates the processing of employee leave payment transactions; ensures re-enrollment of coverage upon return from leave without pay; and coordinates the processing of the deferred compensation program and medical support order documentation with the Office of the Attorney General and the Employees Retirement System of Texas (ERS), ensuring compliance with agency, state, and federal laws, rules, and regulations.
 - B. Assists in planning, developing, revising, and implementing leave payment and deferred compensation policies and procedures; and provides administrative and technical assistance to employees and staff.
 - C. Prepares correspondence and reports; maintains logs to include leave payments, employees on leave without pay, and rehires; reviews and processes status change certifications, leaves without pay, and return to work documentation; and compiles and maintains operational statistics.
 - D. Coordinates the appropriate processing of employees on leave without pay or employees returning from leave without pay and deferred compensation with the Payroll Processing Department, the ERS, and other agencies.
 - E. Provides technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Public Administration, Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.
3. Human resources experience preferred.
4. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of human resources management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to plan work in order to meet established guidelines.

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11. Skill to type 45 words per minute (with no more than 10 errors) preferred.

12. Skill to operate a ten-key calculator by touch preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.